



State of Arizona
Department of Education

Administrative Review Summary Report

School Food Authority Name: P.L.C. Charter Schools

CTD: 07-89-07

Site: Arts Academy at Estrella Mountain

Contact: Jenny Michael

Review Date: October 19, 2016

Review Period: September

Programs Reviewed:



National School Lunch



School Breakfast



Afterschool Snack



Fresh Fruit & Vegetable



Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification & Benefit Issuance- Critical Area		
No findings.		<i>None required.</i>

Performance Standard 1: Meal Counting & Claiming- Critical Area

Meal count totals by category for the month of review at breakfast were not correctly combined and recorded. This was deemed a non-systemic error and contributed toward fiscal action calculations. However, due to the \$600 disregard, fiscal action will not be assessed.

Discussed how current system allowed for this to happen and potential changes that could be made including double-checking the tally marks and being more careful when transferring numbers.

Please provide a written description of changes to the system that have been implemented to ensure that breakfast counts are more accurate.

Performance Standard 2: Meal Components & Quantities- Critical Area

During the review period meal pattern requirements were not met. The weekly minimum ounce equivalent of grains served was not at least 8 oz/eq.

Discussed meal pattern requirements and options to add at least 1 oz/eq of grain to the menu over the week. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 6 cents).

Please provide a written description of the changes that have been made to ensure that minimum weekly grain requirements are met.

During the review period portion sizes of fruit at breakfast did not meet minimum amounts required by the meal pattern. Only 1/2 cup of fruit was being offered instead of the required 1 cup.

Discussed that students only need to take 1/2 cup of fruit but 1 full cup needs to be offered. Changes were implemented before day of review. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 6 cents).

Please provide written assurance that you will continue to offer 1 cup of fruit at breakfast.

Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

None required.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

Discussed that while in a non-base year SFA will still need to run direct certification on April 1 to submit the data to ADE.

None required.

Meal Access & Reimbursement: Verification

No findings.

Discussed that the report will still be required to be filled out on a non-base year. SFA will be attending the verification workshop submitting for verification.

None required.

Meal Access & Reimbursement: Meal Counting & Claiming

Daily edit checks are not being conducted appropriately.

The incorrect attendance factor was being used. Discussed that the attendance factor found on the claim must be used on the daily edit checks.

Please provide written assurance that daily edit checks will be conducted using the correct attendance factor.

Meal Pattern & Nutritional Quality: Offer Versus Serve

Signage which explains what constitutes a reimbursable meal was not displayed to students.

Discussed feasible options for signage at breakfast and updating the signage at lunch. Printable POS Signage can be found on ADE's website at <http://www.azed.gov/health-nutrition/meal-pattern/>.

Please provide written assurance that signage explaining to students what constitutes a reimbursable has been displayed.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

Portion sizes of condiments observed on the day of review were not monitored.

Discussed that serving size of ranch needs to be tracked and monitored so calorie limits are not exceeded. If teachers are offering the ranch, they would need trained in portion size and food safety.

Please provide a written description of the changes that have been made to track serving size of condiments.

Resource Management

A process to sufficiently ensure compliance with the revenue from non-program foods (adult meals, a la carte) requirements was not in place.

Discussed revenue from non-program foods requirements and provided with Non-Program Food Revenue Tool. The non-program food costs need to be tracked separately from program foods. Also discussed evaluating the price of 2nd meals after the Non-Program Food Revenue Tool is completed.

Please provide written assurance that the USDA Non-Program Foods Tool will be used to ensure compliance with non-program foods requirements.

No findings.

Adult meal prices are in compliance, however, the wrong formula was used. Provided the correct formula for non-pricing sites.

None required.

General Program Compliance: Civil Rights

The correct version of the public/media release was not provided to local media, the unemployment office, and local employers considering large layoffs.

Discussed requirements for the public/media release and needing to make a slight revision.

Please provide written assurance that the correct version of the public/media release will be used.

General Program Compliance: SFA On-Site Monitoring

Not applicable.

General Program Compliance: Local Wellness Policy

The LWP did not contain policies for food and beverage marketing.

Discussed LEAs must fully comply with the requirements of the final rule by June 30, 2017 and LWP Summary: http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf. Also discussed using the Alliance model policy to help strengthen language in current policy.

None required at this time.

A recent assessment of the implementation of the LWP has not been conducted.

The LWP is new so no assessment has been conducted yet. Discussed adding language regarding the assessment and making potential stakeholders aware of their ability to participate in the development, review, update, and implementation of the LWP.

None required at this time.

General Program Compliance: Competitive Food Services

Not applicable.

General Program Compliance: Professional Standards

The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.

Discussed 12 hour requirement and training options applicable to job duties. Trainings for School Nutrition Professionals can be found on ADE's website at: <http://www.azed.gov/health-nutrition/nslp/training/>. Also referred to the Institute of Child Nutrition, found at: <http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTM=>.

Please provide the expected date that the training requirement will be met as well as the name, date, and content information of trainings that the School Nutrition Program Director plan to register for.

Full-time School Nutrition Program staff have not met the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 6 hour training requirement and feasibility for attending upcoming applicable trainings. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/health-nutrition/nslp/training/ .	<i>Please provide the expected date that the training requirement will be met as well as the name, date, and content information of trainings that full-time School Nutrition Program staff are registered for.</i>
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Professional Standards training hours are not being adequately tracked.	Discussed using ADE's Training Tracking forms found on ADE's website at http://www.azed.gov/health-nutrition/usda-professional-standards-new/ .	<i>Please provide written assurance that Professional Standards training hours will be tracked for all School Nutrition Program staff on an annual basis.</i>
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General Program Compliance: Water

No findings.	<i>None required.</i>
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General Program Compliance: Food Safety, Storage and Buy American

The written food safety plan did not include adequate SOPs for breakfast in the classroom.	Discussed adding SOPs on specifically for breakfast and provided example from ADE's food safety template: http://www.azed.gov/health-nutrition/nslp/operate-nslp/food-safety/ .	<i>Please develop and provide reviewer with a copy of the SOPs that will be included in your food safety plan.</i>
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General Program Compliance: Reporting & Recordkeeping

No findings.	<i>None required.</i>
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General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

No findings.	<i>None required.</i>
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Other Federal Program Reviews: Afterschool Snack Program

Meal count totals by category for the month of review were not correctly combined and recorded. This contributed toward fiscal action calculations. However, due to the \$600 disregard, fiscal action will not be assessed.	Discussed ways to improve the counting system to ensure accurate counts are submitted in the claim for reimbursement.	<i>Please provide a written description of the system that will be implemented to ensure accurate snack counts are claimed for reimbursement.</i>
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Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2017 if applicable.
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Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Comments/Recommendations:

Congratulations! P.L.C. Charter School has completed the Administrative Review in the 2016-2017 school year. You are doing a wonderful job implementing the School Nutrition Programs! Please keep up the great work and remember to contact ADE Health & Nutrition with any questions or concerns.

Fiscal Action Assessed?

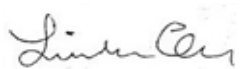
☐ Yes- SBP

☒ No- SBP

☐ Yes- NSLP

☒ No- NSLP

Please submit corrective action response by December 15, 2016 to Lindsey.Cler@azed.gov or mail to 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.



11/10/2016

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.